

## POSITION DESCRIPTION

<b>CLASSIFICATION TITLE</b>	Specialist	<b>WORK AREA</b>	Emergency Communications/ Emergency 911/Wireless
<b>CLASS CODE</b>	5304/Nonexempt	<b>EFFECTIVE DATE:</b>	October 1, 2001
<b>FUNCTION</b>	Administrative and technical work assisting with the day-to-day operations of Emergency Communications/E-911 Division.		

**EDUCATION AND EXPERIENCE** High School Diploma or GED supplemented by course work in typing and business practices, and two (2) years' experience in an administrative support or clerical position.

## SPECIAL REQUIREMENTS

Knowledge of business English, spelling, punctuation, arithmetic, and modern office practices and procedures to include record keeping methods. Knowledge of personal computers and associated software used in an office environment. Works independently. Skilled in taking and transcribing oral dictation and typing documents for communications and correspondence. Ability to type 35 correct words per minute.

Ability to read and understand maps, plans, and addressing systems. Understands verbal and written instructions and interprets situations for response; communicates effectively both orally and in writing.

Knowledge of all County communications systems, including systems interfacing, communications terminology, procedures, equipment, and County geography. Knowledge of microcomputers and database software programs. Prefer knowledge of 9-1-1 equipment and terminology.

**ESSENTIAL FUNCTIONS**      *Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Coordinate, communicate, and monitor the implementation of Wireless Phase I and II as mandated by FC Docket 94-102. Maintain call routing database for Seminole County cell site coverage. Assists in providing technical interface between the Public Safety Department and the telephone companies. Review and approve new cell sites as they become available throughout the County.

Prepares purchase requisitions for Emergency Communications/E-911 as necessary. Daily updating of the E-911 Rolodex with emergency contact information from County/government officials, fire/rescue, law enforcement, utility services, and Seminole County businesses. Inputting of EC/E-911 budget and daily monitoring.

Prepare division payroll and maintain attendance and leave records. Performs inventory control duties for Emergency Communications, including equipment purchased by Seminole County that is being used in six local municipalities. Takes and transcribes dictation of correspondence, reports, and other materials as well as minutes at meetings. Coordinates meetings and advises office staff members of conferences and appointments as required. Make presentations before varied groups. Performs other duties as assigned or as may be necessary.

**WORKING CONDITIONS** The work environment for this position is a general office setting. The incumbent performs most job duties either sitting at a desk, table or workstation. Incumbents in this position would be exposed to radiant energy from a personal computer.